February 6, 2020

The Managing Director,
Sindh Mass Transit Authority (SMTA),
House # 20, 9th Street, Khayaban-e-Shamsheer,
Phase V, DHA, Karachi.
Contact: 021-99332911

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Subject: **EXPRESSION OF INTEREST FOR THE POSITION OF PROCUREMENT & CONTRACT MANAGEMENT SPECIALIST**

I am writing to express my interest and enthusiasm for current position of Procurement and Contract Management Specialist in this Organization that is advertised in national Newspaper (attached herewith).

As an experienced and highly skilled professional with 18 years of experience analyzing sourcing opportunities and driving strategic, vendor / contractor negotiations to achieve organizational goals, I am confident that I will significantly contribute to the objectives of this Organization.

My career accomplishments demonstrate expertise in needs analysis, vendor / supplier relations, contract negotiation, cost reduction, and team leadership to facilitate improved financial performance. With experience in both domestic and international procurement, my additional skills in effective communication, problem solving, and relationship management allow me to excel in driving successful procurement executions and ensuring achievement of organizational objectives.

Consider the following highlights of my qualifications:

Led all facets of Procurement / Contract & Supply Chain responsibilities, including maintaining inventory, inventory audit, RFQ, RFP and bid process management, contract administration, budget oversight, and report analysis.

In-depth audit as the Procurement & Contract Management Specialist, identifying areas for strategic cost control and vendor / consultant negotiation.

Skillfully negotiated and managed service levels agreements between suppliers, consultants & contractors. Proficiency in various technical programs including STEP, SAP, and ERP systems.

With an MBA degree, I have a full understanding and working experience of public procurement (World Bank and USAID Projects) and private sector procurement.

With my proven track record of managing strategic global sourcing and procurement, along with my demonstrated analytical expertise and my superior relationship building skills, I am positioned to exceed your expectations for this role and substantially benefit your organization. I look forward to discussing the position in further detail.

I have attached my detailed CV along with copies of my all degrees, certificates, CNIC and recent photograph.

Thank you for your consideration.

Sincerely,

10/02/2020

Syed Khurram Sheheryar
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Syed Khurram Sheheryar

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OBJECTIVE:

Providing support for strengthening the procurement regulatory regime as related to organization and to undertake procurement of goods, works and services for the organization; conforming to rules, regulations and standard operating procedures (as applicable).

WORKING EXPERIENCE (18 Years):

1) **Sindh Enhancing Response to Reduce Stunting Project. (World Bank Project)**
Planning & Development Department, Government of Sindh.

Period May 2018 – November 2019
Position: Procurement Specialist

Responsibilities:

- Responsible for providing assistance and technical guidance; and for executing the procurement activities ensuring compliance with World Bank Regulations and Sindh Public Procurement (SPP) Rules for procurement of goods, consulting and non-consulting services.
- Develop, monitor and implement need based Procurement Plan.
- Assist technical teams with development of generic and policy compliant ToRs and specifications; as relevant;
- Ensure compliance with legal requirements of project in procurement actions and submissions for engaging consultants, procuring goods and work requirements;
- Ensure compliance with various fiduciary controls as stated in the Procurement Operations Manual in the procurement process and propose improvement's; if any;
- Review and process operational expenditures in accordance with the plan and budget.
- Maximize efficiency of procurement cycle by providing strategic expert advice and implementing necessary controls ensuring transparency cost effectiveness and soundness of all procurements carried out under the project;
- Address all matters associated e.g. taxation, duties clearance; with support of financial management team
- Monitor and record the progress of procurement activities by regularly updating Systematic Tracking of Exchanges in Procurement (STEP);
- Assist post review audits by DG Audit Sindh and World Bank.
- Managing the process of procurement dispute and complaint resolution;
- Negotiate terms and conditions with support of relevant technical teams
- Prepare contract amendments notices, monitor contract performance, including the reporting and status of contracts;

- Responsible for making and processing following:

a) Request for Quotations.
b) Comparative Statements
c) Purchase Orders.
d) Request for Bid.
e) Request for Expression of Interest (REOI).
f) Evaluation / Short listing of Expression of Interests.
   - Individual Consultants.
   - Consulting Firms (QCBS / LCS / CQBS / QBS / FBBS).
g) Evaluation Reports (Technical / Financial).

2) **USAID-Sindh Basic Education Program.**
(Program Management & Implementation Unit)
School Education & Literacy Department
Government of Sindh, Karachi

Period: July 2014 – May 2018.
Position: Senior Manager Procurement.

Responsibilities:

- Procurement of goods works, consulting and non-consulting services as per Sindh Public Procurement Rules (SPPRA).
- Support relevant departments with quotations for the purpose of tenders.
- Finalization of bill of quantities (BOQs) and specifications.
- Preparing tender estimates.
- Ensure quality of goods & services through well elaborated procurement contracts.
- Market Surveys.

Make and process the following documents.

- Annual Procurement Plan
- Expression of Interest (EOI)
- Request for Proposals ((RFP)
- Terms of Reference
- Bidding Documents
- Contract Agreements
- Bid Evaluation Report
- Contract Evaluation Forms
- Request for quotation
- Direct Contracting
- Comparative Statement
- Purchase & Service Orders
- Notice inviting Tenders (NIT)

Achievements;
Successfully completed following Tasks:
Award of 15 packages for construction of Schools, procurement of furniture and stationery.
Audits of AG Sindh, Deloitte Pakistan & USAID (PWC-Ferguson).
Auction of unserviceable items as per Sindh Government Rules.

Certificates of Appreciation
From United States Agency for International Development (USAID) and Sindh Basic Education Program, School Education & Literacy Department, Government of Sindh.

3) **M/S Al-Fatah International.**
(Engineers, Planners, Consultants & Constructors)

Period: December 2012 – June 2014.
Position: Assistant Manager Procurement.

Responsibilities:

- Explore available technology and implement best practices related to purchasing activities.
- Float of enquiries based on technical specification received, taking quotations.
- Plan, organize, track and disseminate information related to Raw Material suppliers.
- Coordinate with the vendors for timely delivery of material.
- Maintain up to date supply base information database.
- Maintaining competitive pricing.
- Preparing RFQs.
- Negotiating long term agreements.
- Implement policies and procedures to ensure an efficient and professional operation consistent with corporate vision.

4) **M/s Amreli Steels Ltd.**
(Manufacturer of Steel Billets & Reinforced Steel Bars).

Period: November 2010 – December 2012.
Position: Senior Officer Procurement.

Responsibilities:

- Ensure competent quality execution of all regular purchasing duties, administrative works and documents in accordance with company policies and procedures.
- Maintain complete updated purchasing records/data and pricing in the system.
- Search foreign suppliers when needed and conduct foreign correspondence.
- Coordinate with user departments and suppliers in the purchasing scope of work for projects assigned.
- Monitor and co-ordinate deliveries of items between suppliers to ensure that all items are delivered to site/store on time.
- Source, select and negotiate for the best purchase package in terms of quality, price, terms, deliveries and services with suppliers.
- Purchase and issue order in accordance to specification.
- Plan and manage inventory levels of materials or products.
- Formulate and implement yearly commodity and supply base strategy.
- Leading yearly cost reductions activities.

Achievements:
Completed Melt-shop (Billet) Project along with regular requirements of Steel Reinforcement Bars Plant within required period of time having low cost and productivity.

5) **M/S A&A Metal Industries (Pvt) Ltd.**
Auto Parts (Leaf Spring) Manufacturer

Period: April 2006 – November 2010
Position: Executive Procurement.

Responsibilities:

- Supervise and direct purchasing functions such as product / service research, vendor selection, price and contract terms negotiation and purchase order completion.
- Inventory Audit.
- Costing of direct and indirect material for Original Equipment Manufacturing (OEM).
- Receiving inspection and Supplier's evaluation.
- Advised and coordinated with other departments throughout the company regarding purchasing projects.
- Identify high-margin opportunities for additional product offerings through market research and networking with customers, vendors, and the academic community.

Achievements:

- Completed procurement projects of manufacturing Furnaces and other equipment & machinery including regular production requirement of Leaf Spring Plant.
- Successfully completed ISO audits ISO 9001-2000 (Lloyd's Register Quality Assurance).
- Foster sales drastically by successfully launching prize scheme.
- Reshape advertisement of the Company in order to increase brand name & market share.

6) **M/S Al-Fatah International.**
(Engineers, Planners, Consultants & Constructors)

Periods: August 2001 – March 2006
Position: Procurement Officer.

Responsibilities:

- Ensure Just in time delivery of goods & services at sites in order to complete projects.
- Drove cost reduction activities and maintained purchasing documentation.
- Ensured stock inventory levels were maintained to adequately meet operation needs.
- Participated in the development and implementation of departmental policies and procedures.
- Expedited purchase orders by identifying and resolving vendor or shipment problems.

ACADEMIC QUALIFICATION:

Degree	Institution
Master of Business Administration [MBA(Mkt)]	Preston University, Karachi Pakistan
Bachelor of Business Administration (BBA)	Preston University, Karachi Pakistan
Bachelor of Arts (BA)	University of Karachi
Post Graduate Diploma in Supply Chain Management (PGD SCM)	University of Karachi.
HSC (Pre Engineering)	Board of Intermediate Education Karachi
S.S.C (Science)	Board of Secondary Education Karachi

ADDITIONAL QUALIFICATION / SKILLS:

- Working experience of following Softwares:

a) World Bank Software [Systematic tracking of exchanges in procurement **(STEP)**]
b) Enterprise Resource Planning& Systems Applications & Products **(ERP& SAP)**.

- Import / Export Management by Skill Development Council.
- Graphic Designing by Arena Multimedia.
- Computerized accounting by Seeker Business School.

WORKSHOPS / TRAININGS:

- **Training on Procurement & Contract Management.**
  (Three days' workshop organized by **The World Bank**) April 25, 26 & 27, 2017.

- **Sindh Public Procurement Act 2009 & SPP Rules.**

- (Two days' workshop organized by **SPPRA**) July 14-15, 2016, November 16-17, 2016, May 10 & 11, 2017.
- [Training on Procurement Performance Management System (PPMS)], February 28, 2017.
- Computer based training for online procurement.

- **Lahore University of Management Sciences (LUMS).**
  Training on Procurement Management (Training of Trainers) January 2015.

- **Institute of Tender Management.**

- How to perform Public Auction
- Procurement Planning.
- Project Management.
- How to avoid audit objections in Public Procurement.
- Sindh Public Procurement (SPPRA) Rules.
- Side Effects of Procurement.
- How to prepare perfect bidding documents.

- **University of Karachi:**
  One day seminar on Project Management on April 11, 2018

- **Quality Concerns**
  Training on Continual Process Quality Improvement (ISO 9001-2000)
  (August 16, 17 & 18, 2007)

- **Creative Management Services.**

- Motivating yourself and others to excel.
- The Winning Communication Skills.
- Customer Services.

- **REFERENCES:** References will be furnished upon request.